



PR/116230 | Secretary and Interpreter (Japanese speaking N2 or Above)

募集職種

人材紹介会社

ジェイエイシーリクルートメントタイランド

求人ID

1506739

業種

レストラン・フードサービス

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2024年11月26日 11:24

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Position: Secretary and Interpreter (Japanese speaking N2 or Above)

Industry: Food Industry

Workplace Area: Phrom Phong

Working time: Monday – Friday 08:30-17:30 P.M.

Job Responsibilities:

- Provide translation and interpretation during meetings and for various documents.
- Assist in organizing and coordinating meetings, ensuring all necessary materials are prepared and distributed.

- Act as a liaison between the MD and other teams, facilitating effective communication and collaboration.
- Oversee and support subordinates, ensuring they are well-guided, and their tasks are completed efficiently.
- Perform general administrative duties such as scheduling, correspondence, and maintaining records.

Qualifications:

- Bachelor's degree in any field.
- Proficiency in Japanese language (N2 level or higher).
- At least 2 years' experience in Secretary and Interpreter.
- Strong interpersonal skills with excellent communication abilities.
- Proven problem-solving and analytical skills.
- Ability to effectively prioritize and manage tasks.
- Ability to work independently and as part of a team.

Benefits:

- Health Insurance
- Annual Leave
- Performance/results-based Bonus
- Transportation/ Business Trip Allowance

会社説明